

# PeopleSoft Printing the Labor Distribution Report

*September 26, 2006*



## REQUESTING A LABOR DISTRIBUTION REPORT

Use the following navigation to 'Labor Distribution Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Labor Distribution Report

**Labor Distribution**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the Pay End Month/Year you would like to run this report for. Click on the option that you would like this Labor Distribution printed by. Once you have your option selected click on Run.

**NOTE:** If you would like this report run to a file to be downloaded click on the Build Download File box.

**Labor Distribution**

Run Control ID: 11000

[Report Manager](#) [Process Monitor](#) **Run**

Business Unit:

Pay End Month / Year:

**Download Option**

☐ Build Download File?

**Sort Order**

☐ Fund - Detailed ☐ Fund - Summarized

☐ Department - Detailed ☐ Department - Summarized

☐ Project, Activity ☐ Project, Resource Type

☐ Resource Type ☐ Resource Category

**Save** **Notify** **Add** **Update/Display**

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

### Process Scheduler Request

**User ID:** Iberger3
 **Run Control ID:** 11000

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**Server Name:** PSNT
 **Run Date:** 09/07/2006
 **Recurrence:**
**Run Time:** 11:26:01AM
 Reset to Current Date/Time

**Time Zone:**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Labor Distribution Report	NDSPR20	SQR Report	Web	PDF	<a href="#">Distribution</a>

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

Labor Distribution

**Run Control ID:** 11000
 [Report Manager](#)
[Process Monitor](#)

**Business Unit:**

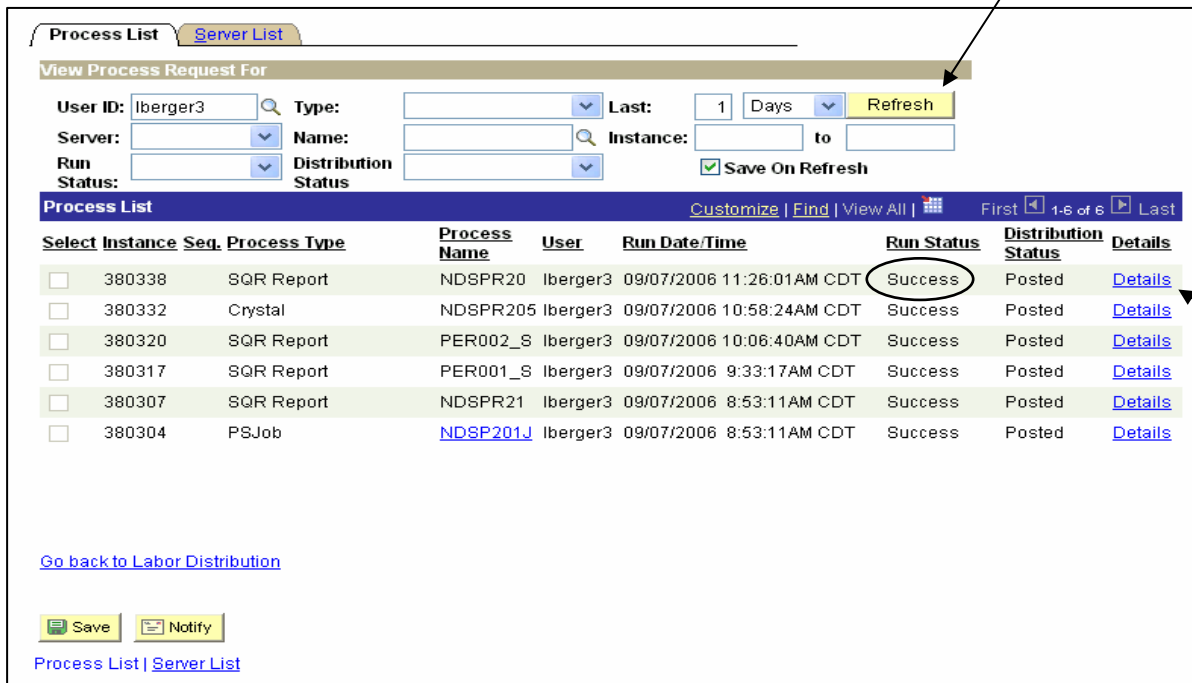
**'Pay End Month / Year:**

**Download Option**
☐ Build Download File?

**Sort Order**

☐ Fund - Detailed
 ☐ Fund - Summarized
 ☐ Department - Detailed
 ☐ Department - Summarized
 ☐ Project, Activity
 ☐ Project, Resource Type
 ☐ Resource Type
 ☐ Resource Category

At the Process Monitor screen, click on 'Refresh' periodically until the 'Run Status' shows 'Success.' Then click on 'Details' for the Crystal Process.



**Process List** [Server List](#)

**View Process Request For**

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

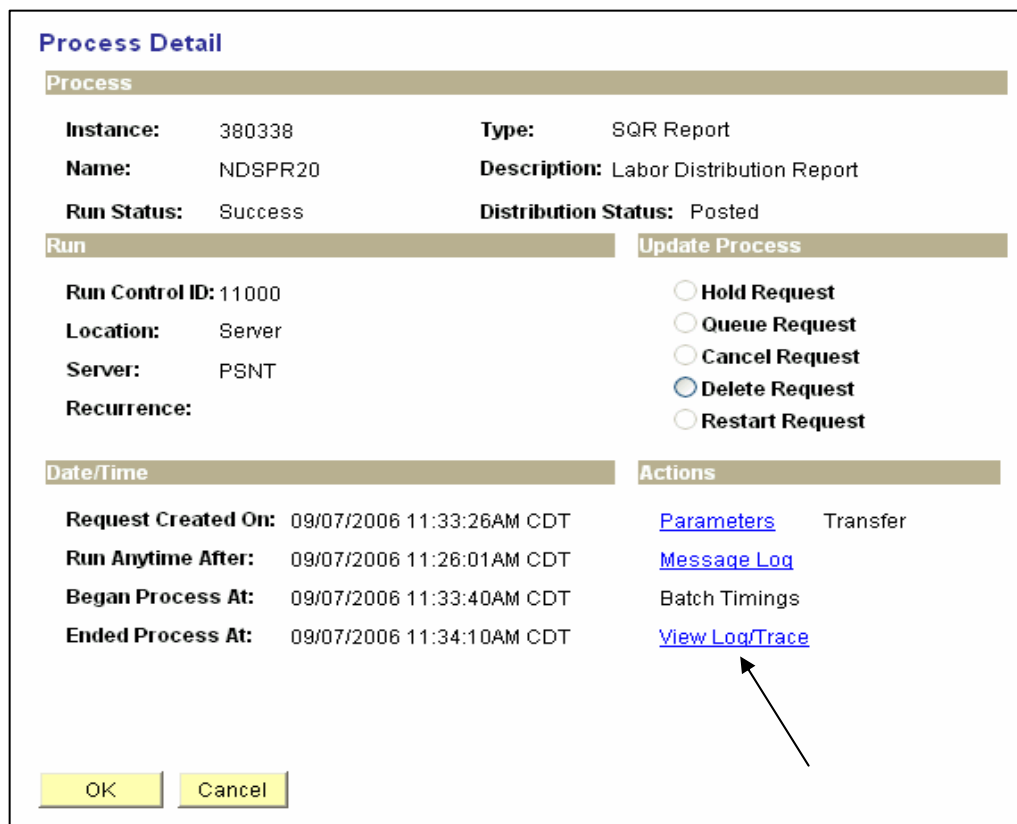
**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-6 of 6](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380338		SQR Report	NDSPR20	lberger3	09/07/2006 11:26:01AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380332		Crystal	NDSPR205	lberger3	09/07/2006 10:58:24AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380320		SQR Report	PER002_S	lberger3	09/07/2006 10:06:40AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380317		SQR Report	PER001_S	lberger3	09/07/2006 9:33:17AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380307		SQR Report	NDSPR21	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380304		PSJob	<a href="#">NDSP201J</a>	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Labor Distribution](#)

[Process List](#) | [Server List](#)

When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



**Process Detail**

**Process**

Instance: 380338 Type: SQR Report

Name: NDSPR20 Description: Labor Distribution Report

Run Status: Success Distribution Status: Posted

**Run** **Update Process**

Run Control ID: 11000

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

**Date/Time** **Actions**

Request Created On: 09/07/2006 11:33:26AM CDT [Parameters](#) Transfer

Run Anytime After: 09/07/2006 11:26:01AM CDT [Message Log](#)

Began Process At: 09/07/2006 11:33:40AM CDT Batch Timings

Ended Process At: 09/07/2006 11:34:10AM CDT [View Log/Trace](#)

Then click the report name below to view the report.

**View Log/Trace**  
**Report**  
**Report ID:** 1294      **Process Instance:** 380338      [Message Log](#)  
**Name:** NDSR20      **Process Type:** SQR Report  
**Run Status:** Success  
 Labor Distribution Report  
**Distribution Details**  
**Distribution Node:** REFNODE      **Expiration Date:** 11/06/2006  
**File List**  

Name	File Size (bytes)	Datetime Created
<u>NDSR20_380338.PDF</u>	71,271	09/07/2006 11:34:10.660000AM CDT
<a href="#">Trace File</a>	0	09/07/2006 11:34:10.660000AM CDT
<a href="#">Message Log</a>	1,655	09/07/2006 11:34:10.660000AM CDT

**Distribute To**  

Distribution ID Type	Distribution ID
User	Iberger3

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

Save a Copy

Print

Search

Select

67%

Sign

Pages

Attachments

NDSPR20

NOW DATE 05/02/2005

10100 Governor's Office

LABOR DISTRIBUTION BY FUND - DETAILED

FOR PAY PERIOD 03/2005

Page 1

NAME	EMPL ID	TYPE	GROSS PAY	AMOUNT	RETIREMENT	SEC 125	HOSPITAL	LIFE	SAP	FICA	UNEMPLOYMENT
Quinn, Robert	10100	10100	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
...	...	...	...	...	...	...	...	...	...	...	...
Report Total	101,000.00	101,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00